

General Facilities

Checklist #18

Location:

Date:

Respondent:

Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
BASIC FACILITY		
	1. Facility meets needs of personnel/ equipment/mission.	
	2. Housekeeping standards are established and met.	
	3. Safe food handling procedures are practiced.	
	4. Facility security is adequate.	
	5. Facility is signed as appropriate.	
	6. Cache inventory meets needs of resources working out of the facility.	
	7. Fire tools/kits meet standards.	
	8. Tools are properly marked and stored.	
	9. Inventory and use records are available and current.	
	10. Fire rations are adequately stored.	
	11. Space is adequate for training.	
	12. Fire apparatus is adequately sheltered.	
	13. Bulletin board exists with appropriate postings such as: a) employee right-to-know information / MSDS b) organization chart c) first aid procedures d) 10 Standard Fire Orders e) 18 Watch Out Situations f) facility fire plan posted, accurate and current g) fire danger information h) fire weather information i) smoking policy j) sexual harassment policy / EEO Counselor's identified	

General Facilities (continued)**Checklist #18**

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	k) Department of Labor required information.	
	14. Personnel are familiar with posted material.	
	15. Safety equipment includes: a) smoke alarms b) first aid kits c) fire extinguisher d) illuminated exit signs.	
	16. Agency safety and/or condition inspection is complete.	
	17. Administrative space is adequate.	
	18. Provisions are provided for mixed gender crews.	
	19. Overall facility condition, inside and out, is adequate.	
	20. Flammables/hazardous materials are stored properly.	

General Facilities (continued)**Checklist #18**

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CACHE (Use these additional items if the facility is a cache)		
	21. Equipment storage is clean and organized.	
	22. Inventories are posted, dated, signed.	
	23. Inventory is the appropriate size for organization and mission.	
	24. Building is secure.	
	25. Tools meet maintenance standards.	
	26. Property is identified as federal or state.	
	27. Effective pest control measures are in place.	
	28. Facility's safety inspection is completed and deficient items are corrected.	
	29. Containers are labeled with NFES reference.	
	30. All NFES kits meet national standards.	
	31. Employees operating forklifts meet agency training and qualifications.	

